

- OK 1. Recommendation: Discontinue filing Form 1152, Request for Personnel Action, in the Division soft folder.

Justification: Upon receipt of a request for personnel action, five copies of Form 1152 are pulled from the soft file (or typed 1152a). Two copies are kept by the Section; one is filed in the soft file with the Branch request; and one is filed in a Suspense file until the related Form 1150 is received from the Office of Personnel. The Form 1152a in the soft folder serves no real purpose since the Form 1150 is filed when the action is actually taken.

- OK 2. Recommendation: Discontinue filing Request for Training in the Division soft file.

Justification: Two copies of Requests for Training are retained by the Section. One is filed in the soft folder and one in the Training Request file. Upon completion of training, a copy of the evaluation is filed in the soft folder. The Training Request form in the soft file serves no real purpose and may be misleading if the training was not completed.

3. Recommendation: Eliminate the Desk Dispatch Chrono Files and the filing of Suspense copies in the soft files.

OK Justification: When a dispatch is sent forward for signature, copies are filed in the office chrono, a desk chrono, and the soft file. When the dispatch is signed and returned for release, the desk chrono is destroyed and a signed copy replaces the suspense copy in the soft file. This system provides two suspense files and requires three filing operations, which should be unnecessary since the office chrono file could be checked, if required.

4. Recommendation: Discontinue maintenance of the 3 x 5 station card for field reassignment cases.

OK Justification: Upon notice of arrival of an employee in the field, two 3 x 5 cards are set up to control future reassignment. One card serves as a tickler for submittal of Form 202 and is not questioned. The second card is filed by station and shows the name and arrival date. It is maintained on the desk and is used to answer occasional inquiries. However, the same information is available on the FI card and in the soft file. Maintenance of the card is an unwarranted duplication of effort.

TAB B

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*needed for [unclear]
soft folder not always available*

5. Recommendation: File the Residency and Dependents Reports in the soft file.

Justification: These forms are maintained in a separate folder. It appears that the information is of continuing value and should be available in the soft file.

6. Recommendation: Eliminate the Action Cable Log.

Justification: A book log with complete entries is maintained for all cables requiring action by NEA [redacted]. An entry is included to show who the cable is routed to, but this is invariably the supervisor. The volume is small (estimated two per day) so that the time required is not extensive but the log serves no real purpose, and in fact is never referred to. Also, it is a duplication of the log across the hall in the Registry.

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25X1A Recommendation: Eliminate the NEA [redacted] Log for Regulations and Notices received for Comment.

Justification: A log for this material is maintained and, in addition to the usual entries, the date due and date of reply is shown. There is a need for control, but this is a duplication of the same control being maintained by the Office of the C [redacted] 25X1A

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8. Recommendation: Eliminate the Dispatch Log.

Justification: One copy of the abstract, received with each dispatch, is removed and filed as a log for the Section. Internal routing is added. If referred to another component for action, the transfer is recorded in the Registry. There does not appear to be sufficient need for the log to warrant its continued maintenance, i.e., (a) the Registry log satisfies the Regulatory requirement, (b) a follow up to assure prompt replies is maintained by the C [redacted] (c) the subject of the dispatch should be known by anyone trying to locate it while in process, and in such a small section with functionalized assignments, the person handling the case can readily be determined, (d) the log is occasionally used to identify a reference to a previous dispatch, but this can be done in the Registry, (e) another Division, [redacted] of this same size which was recently surveyed, did not find such a log necessary, (f) the [redacted] has agreed to discontinue a similar log.

*Follow up [unclear]
of [unclear] follow up [unclear]*

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9. Recommendation: Include the Geographic Area in item 7 of Form 259, Medical Action Request, for personnel to be reassigned overseas and discontinue submitting a second set of forms when the specific post is determined. (Action Taken)

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Justification: Six copies of Form 259, Medical Action Request and Report, are submitted for each returnee. If the returnee is to be reassigned overseas, but the post is not known at the time the Form 259 is submitted, it has been necessary in the past to submit a second set of forms to obtain the medical evaluation for the new post. After discussion with the Medical Office representative, it was determined that evaluation could be made on an area, rather than a specific post basis.

- 10. Recommendation:**
- a. File the Branch request for Personnel Action in the blue book as a suspense, or action pending.
 - b. Forward the two copies of Form 1152 to the Office of Security, or destroy when not needed.

Justification: Five partially completed copies of Form 1152 are supplied by the Office of Personnel for use in processing requests for personnel actions for each individual. Three copies are forwarded and two retained. An additional two copies are needed for the Office of Sec., if PCS, change in office, or separation is involved. These two extra copies must be typed. The two copies now retained by NEA could be used for the Office of Security if recommendation #1 is adopted, and if the Branch Request for Action is used as the Suspense copy.

- 11. Recommendation:** Forward all three copies of Form 202, Field Reassignment Questionnaire, to the Branch with request to enter comments on all copies.

Justification: Three copies of each Form 202 are received from the field. The present practice provides for forwarding one copy to the Branch for comment and retaining two copies in NEA. Upon return of the Branch copy, the comments are typed on the two copies held by NEA. NEA maintains a control card on each case, showing receipt and where forwarded, and there appears to be no reason all three copies should not be sent to the Branch with a request to enter comments on all copies. (Can be done with carbon, with one typing.)

- 12. Recommendation:**
- a. Discontinue notifying field employees of Insurance Settlements involving amounts over \$35.00.
 - b. File the Office of Personnel memo concerning the settlement in a chrono file for one year and then destroy.

Justification: The Office of Personnel sends to NEA a copy of each memorandum to the Comptroller concerning the settlement of an Insurance Claim for amounts over \$35.00. If stationed at Headquarters, the employee is shown the memo which is then filed in the soft file. If stationed in the field, a dispatch, setting forth the details of the memo, is forwarded to the employee and the memo and copy of the dispatch are filed. The employee receives a similar notice from the field Finance Officer, so does not need to be notified by NEA.

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13. Recommendation: Use non-accountable pouch for forwarding Insurance Remittance Statements

Justification: A GEHA Remittance Statement for claims under \$35.00, or the first \$35.00 of larger claims, is forwarded to the Division for field personnel. (If the employee is assigned to Headquarters, he is given the statement by the Insurance Office.) A dispatch with all information is forwarded and the form is filed. A sample case was discussed with representatives of the [REDACTED] /RI, who stated that the forms could be sent by non-accountable pouch.

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14. Recommendation: Discontinue posting anything to the PI contract card file except terms and subsequent changes in terms.

Justification: All papers concerning contract employees are identified and posted to the contract PI card file and are then filed in the soft folder. There appears to be no real need for this additional information on the PI cards.

15. Recommendation: Discontinue maintenance of the PI file for Headquarters and field.

Justification: All information on the PI file is available in other records of the Section. The Section posts all actions currently to the IBM T/O listing and generally uses it for the frequent references which must be made to a source arranged organizationally. References concerning individuals are less frequent and can be answered by checking the soft file.

16. Recommendation: a. Maintain on a current basis only those Regulations affecting the Section, i.e., Personnel, Security, and Training.
b. Use the Regulations in the Office of the C [REDACTED] for any other necessary references.

Justification: Books are maintained for all Regulations and Notices received by the [REDACTED] but are incomplete. These books require an appreciable amount of time to properly maintain. If not properly maintained, their value is questionable, and their use could actually result in mis-handling.

17. Recommendation:

Justification:

Approved For

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involves the monthly typing of about 1½ pages of entries and maintaining manual entries on a running record of processing steps occurring during the month. The latter duplicates entries also made on a 3 x 5 card record and could be eliminated if the report were not required.

18. Recommendation: Forward copy of Form M-560, (Periodic Step Increase) to the affected employee.

25X1A Justification: Regulation [REDACTED] provides that a copy of Form M-560 will be sent the employee as official certification of approval and effective date of a periodic step increase. In NEA, the employee is not given a copy of this notice.

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19. Recommendation: Forward to the individual concerned the "employee's copy" of Form 1150, (Notice of Personnel Action).

Justification: Office of Personnel procedures provide for an "employee's copy" of Form 1150 for all types of personnel actions. In NEA, this copy is not given to the employee.

no longer available

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